

CONTRACT AGREEMENT

between

**STATE-OPERATED SCHOOL DISTRICT
JERSEY CITY, NEW JERSEY**

and

**EDUCATIONAL SECRETARIES
ASSOCIATION OF JERSEY CITY**

covering the period

JULY 1, 2002

to

JUNE 30, 2005

and extension year

July 1, 2001

to June 30, 2002



CONTRACT AGREEMENT

between

**STATE-OPERATED SCHOOL DISTRICT
OF JERSEY CITY**

and

**EDUCATIONAL SECRETARIES
ASSOCIATION
OF JERSEY CITY**

**AN AFFILIATE BODY
OF THE JERSEY CITY
EDUCATIONAL ASSOCIATION**

covering the period

JULY 1, 2002

to

JUNE 30, 2005

and extension year

July 1, 2001

to

June 30, 2002

**Officers and Executive Board Members
of the
Educational Secretaries Association
Of Jersey City**

**RAFAEL AUGUSTO — President
MARGARET CESTARO — Vice President
RENEE ADAMS WALKER — Secretary
KRISTIN SARPA — Treasurer**

TRUSTEES

**BARBARA CHARLES-SIMS
ADA MUNOZ
KATHY STIEN**

PREAMBLE

This Agreement is made and entered into on this 31st day of March, 2003, by and between the STATE-OPERATED SCHOOL DISTRICT OF THE CITY OF JERSEY CITY, (hereinafter referred to as the "School District") and the EDUCATIONAL SECRETARIES ASSOCIATION, (hereinafter referred to as the "Association").

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ARTICLE I PRINCIPLES

This Agreement is negotiated with a view toward attainment of the objectives of the educational program conducted in the schools of the district. Mutual understanding and cooperation among the Board, the State District Superintendent, the professional personnel, the associated personnel, and the community, requires free and open exchange of views and to this end such free and open exchange of views is desirable, proper and necessary.

ARTICLE II RECOGNITION

- Section 1. The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to terms and conditions of employment on behalf of all clerical and secretarial personnel positions as set forth in the salary guides.
- Section 2. Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer specifically to those employees identified in the negotiating unit defined above, and references to male employees shall include female employees.

ARTICLE III MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

- Section 1. Before the School District adopts a change in policy, which affects terms and conditions of employment, the School District will notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate with the School District for a mutually acceptable change in said policy. Any agreement reached with the School District shall be reduced to writing, signed by the School District and the Association, and become an addendum to this Agreement.

- Section 2.** The parties agree to enter into negotiations concerning a Successor Agreement in accordance with the applicable procedure set forth by the Public Employees Relations Commission (PERC) and a good-faith effort on both sides to reach continuing agreement on salaries and other conditions of employment. By the same date, the Association agrees to present to the School District its proposals for the Successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.
- Section 3.** During negotiations, the party making the proposals shall submit such proposals in writing to the other party. During negotiations, the School District and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Incident to negotiations, the School District will make available all relevant data and records, where permitted by appropriate Federal and State Statutes, that may be requested by the Association. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
- Section 4.** Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

ARTICLE IV

INDIVIDUAL GRIEVANCE PROCEDURE

- Section 1.** To promote to the highest possible degree of harmonious employer/employee relations, it is essential that procedures to resolve grievances be established.
- Section 2.** A grievance may be considered to exist when an employee believes that an administrative procedure or policy adversely affects his/her working conditions or his/her welfare or violates the terms of this Agreement or any subsequent Agreement entered into pursuant to this Agreement.

- Section 3. In the wording of this statement of procedures, the term "employee" shall be taken to include all members of the bargaining unit.
- Section 3.1 Any aggrieved person may be represented at any stage of the grievance procedure by a representative selected or approved by the Association.
- Section 4. Any employee shall have the right to present his/her grievance through the steps described in the following paragraphs with assured freedom from restraint, interference, coercion, discrimination, or reprisal.
- Section 4.1 **STEP I:** Any employee who has a grievance shall first advise his/her principal (or immediate superior or department head, if applicable) in writing of its existence. The writing shall indicate that Step I of the grievance procedure has been initiated. The principal shall meet with the employee within three (3) school days in an attempt to resolve the grievance at this level. Within three (3) school days after the discussion, the principal (or immediate superior or department head, if applicable) shall orally make known his/her decision to the employee. Should discussion at this level result in an unsatisfactory resolution, the employee may present his/her grievance within five (5) calendar days to the Grievance Evaluation Team of the JCEA. The JCEA Grievance Evaluation Team will render a decision within seven (7) calendar days of receipt of the grievance. If the decision is that the grievance has no merit, the person involved will be so notified, in writing, by the chairperson of the JCEA Grievance Evaluation Team.
- Section 4.2 **STEP II:** If the decision of the JCEA Grievance Evaluation Team is that the grievance does have merit, it shall, within the 12-calendar day period referred to in STEP I above, present a written statement of its position on the matter to the Human Resources Department and to the aggrieved. This statement must include reference to the specific remedy sought by the grievant. The employee in further discussion of his/her grievance, may at this step, be accompanied and assisted by not more than two (2) representatives of the Association, designated by the JCEA Grievance Evaluation Team. The Human Resources Department shall hold a meeting

upon request of the JCEA Grievance Evaluation Team and render a written decision within five (5) school days of receipt of the written statement from the JCEA Grievance Evaluation Team. The Human Resources Department's decision shall be prepared in triplicate; one (1) copy to the employee, one (1) copy to the JCEA Grievance Evaluation Team, and one (1) copy to the State District Superintendent.

Section 4.3 STEP III: If the grievance is not resolved to the satisfaction of the JCEA at the level of STEP II, the JCEA may appeal within ten (10) calendar days, to the State District Superintendent and School District Counsel in a written statement, setting forth details and grounds on which the grievance is based and attaching all pertinent documents. The State District Superintendent and School District Counsel shall confer with the parties concerned, within four (4) calendar days. The State District Superintendent and School District Counsel shall then, within six (6) school days, render their decision. A written statement of this decision, and all supporting reasons shall be sent to the aggrieved, to the Human Resources Department and the JCEA Grievance Evaluation Team.

Section 4.4 STEP IV: If the JCEA is not satisfied with the disposition of the grievance at STEP III, the JCEA shall have the right to request arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission. A request for arbitration shall be made not later than fifteen (15) school days after the disposition of the grievance at STEP III.

Section 4.5 The arbitrator shall proceed with the hearing and submit a written decision in the shortest possible time setting forth his/her findings of fact, reasoning and conclusions on the issue(s) submitted. The decision of the arbitrator shall be submitted to the School District and the Association and shall be final and binding on both parties. The arbitrator shall be without power to alter, amend or modify the terms of the Agreement. In addition, the arbitrator shall be without power or authority to make any decision, which requires the commission of

an act prohibited by law or which is violative of the terms of this Agreement. The cost of arbitration shall be paid by the unsuccessful party.

Section 5. An aggrieved employee shall institute action, under the provisions hereof within fifteen (15) school days following the occurrence. However, any aggrieved employee whose grievance deals with those items which are contained in the annual statement, shall have six (6) months following receipt of said statement to file his/her grievance.

Section 5.1 The annual statement shall include the following information: annual salary, step on guide, prior service pay, longevity pay, column on guide, extra compensation and number of sick leave days in accumulated sick leave bank as of July 1 next, following the annual statement, and Hospital Plan in which the employee is enrolled.

Section 6.1 An employee whose grievance has been deemed to be without merit by the JCEA Grievance Evaluation Team shall retain the right of written appeal to the State District Superintendent.

Section 6.2 Should circumstances necessitate hearings or discussion of a grievance during school hours, there shall be no loss of pay suffered by reason thereof by the aggrieved or his/her representatives, if they should be employees of the School District.

Section 6.3 In the event no decision is forthcoming within prescribed time limits at any step, the aggrieved may, upon notice, proceed to the next step.

Section 6.4 Any of the time limits specified may be extended by mutual agreement.

Section 6.5 In the event a grievance is brought up for consideration at the end of a school year, and if the principal (or immediate superior or department head, if applicable) is not available after the closing of school for procedures outlined in STEP II, the JCEA may proceed directly to STEP III, if the JCEA Grievance Evaluation Team contends that there is merit to the matter.

- Section 7.** The function of these procedures is to assure equitable and proper treatment under existing rules, policies, procedures, and contractual agreements, which relate to or affect the employee. They are not to be used for changing existing rules, policies, procedures and contractual agreements or for establishing new ones.
- Section 8.** If, in the judgment of the JCEA Grievance Evaluation Team, a grievance affects a group or class of employees, the Grievance Evaluation Team may process such a grievance through all levels of the grievance procedure, even though the aggrieved person does not wish to do so. However, in the event the group or class is composed of grievants in more than one school, the grievance will start at Step II.
- Section 9.** No meetings or hearings under this procedure shall be conducted in public and shall include only such parties in interest and their designated or selected representatives.

ARTICLE V

EMPLOYEE RIGHTS

- Section 1.** Pursuant to Chapter 123, Public Laws of 1974, the School District hereby agrees that every employee of the School District shall have the right freely to organize, join and support engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the School District undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the School District, or his/her institution of any grievance, com-

plaint or proceeding under the Agreement or otherwise with respect to any terms or conditions of employment.

Section 2. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

Section 3. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any employment advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subjected to the grievance procedure herein set forth or the applicable rules and regulations of the New Jersey Department of Personnel.

Section 4. Whenever any employee is required to appear before the State Superintendent or School District, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in office, position or employment or the salary or any increments pertaining thereto, then that employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent the employee during such meeting or interview.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

Section 1. The Association may be granted permission to use school buildings, at reasonable hours, for meetings. The usual procedure to obtain permission in accordance with the rules of the School District shall be followed.

Section 2. Bulletin board space shall be made available to the Association at the offices of the School District. The authorized representative of the Association shall be the sole person empowered to post materials on such board.

- Section 3.** The Association shall have the right to distribute materials dealing with the proper and legitimate business of the Association. The Principal, Administrator or Supervisor and/or his/her designee shall be notified prior to the distribution of such materials.
- Section 4.** Two (2) employees to be selected by the Association shall be entitled to time off for attendance at Association conventions. The amount of time off for all employees shall not exceed a total of six (6) working days.
- Section 5.** In the event there is no Association Representative in any work location, an authorized Representative from another work location may be designated the authorized representative of the Association by a letter of authorization signed by the President of the Association to carry out all duties and responsibilities of Association Representatives as set forth in this Agreement, except that such representative shall not be entitled to leave the premises of the work location in which he/she works during his/her working hours.
- Section 6.** The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organizations.
- Section 7.** Whenever any representative(s) of the Association participates during working hours in negotiations or grievance proceedings, that person shall suffer no loss of pay.

ARTICLE VII

SALARY, HOURS OF WORK, STAFFING

- Section 1.** Time and one-half premium pay shall be paid for all overtime work performed at the direction of supervisory personnel. The policy of compensatory time is hereby abolished.
- Section 2.** The workweek from September 1 through June 30 shall be thirty-five (35) hours, seven (7) hours per day, excluding lunch periods. The workweek from July 1 through August 31 shall be thirty-two and one-half (32½) hours, six (6) hours and thirty (30) minutes per

day, excluding lunch.

If a sufficient number of employees are available to work the extended day from September 1 through June 30, then the immediate supervisor may permit other employees to work the additional thirty (30) minutes during their lunch period. The immediate supervisor may also allow flexible time for employees. However, the immediate supervisor may, at his/her discretion, have employees revert to the regular workday schedule.

Effective July 1, 2003 the workweek from July 1 through August 31 shall be thirty-three (33) hours and forty-five (45) minutes, six (6) hours and forty-five (45) minutes per day, excluding lunch. Employees shall receive a \$200 stipend. Effective July 1, 2004 the workweek from July 1 through August 31, shall be thirty-five (35) hours, seven (7) hours per day, exclusive of lunch. The employees' stipend shall be increased to \$400.

All hours worked beyond the required workweek/workday shall be compensated pursuant to the following schedule:

Weekdays - 1 ½ times

Sundays - 2 times

Saturdays - 1 ½ times

Holidays - 2 times

- Section 3. Employees shall be paid in twenty-four (24) semi-monthly payments. Such checks are to be received by employees on the first and sixteenth of each month.
- Section 4. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.
- Section 5. Promotions. Pursuant to practice as established by letter of the Human Resources Department. Letter shall stipulate that in promotions, employee's salary shall be raised to the nearest highest base salary step for the new position and one (1) additional increment shall be granted recognizing the promotion.
- Section 6. Employees working in the Twilight program shall receive a stipend of \$750.

ARTICLE VIII

VACANCIES AND NEW POSITIONS

- Section 1.** Consideration for new and vacant positions, whether temporary or permanent, shall be given to employees presently under permanent title within the School District.
- Section 2.** Notice of all vacancies and new positions together with the criteria necessary to fill the position, shall be made known to the Educational Secretaries Association within a reasonable time.
- Section 3.** All employees interested therein must submit a written application to the Human Resources Department within ten (10) workdays.
- Section 4.** Employees who have acquired experience, skill and ability to do the work required in the job without further training shall be given preference. All such applicants shall be considered and will be given a reply to their application.
- Section 5.** The School District shall determine the qualifications and abilities of employees who apply and, in the event two (2) bidders are of equal experience and ability, the applicant with the greater seniority shall be awarded the job.
- Section 6.** None of the above is meant to violate Civil Service procedures, rules or regulations, and if there is a conflict between the Civil Service procedures, rules or regulations, such Civil Service procedures, rules and regulations shall prevail.

ARTICLE IX JOINT COMMITTEES

- Section 1. It is agreed that monthly meetings will be held between the President of the Association and the State District Superintendent, upon request by the State District Superintendent or Association, to discuss items of mutual concern.
- Section 2. Tuition Reimbursement. The School District shall provide for tuition reimbursement for undergraduate or graduate courses not to exceed \$325 per course. One Pool of Funds shall be established in conjunction with the Jersey City Teacher Aides Association in the amount not to exceed \$30,000. Effective July 1, 2003, the pool shall be increased to \$45,000.

ARTICLE X ATTENDANCE INCENTIVE PLAN

Any employee who has no absences from July 1st to June 30th shall receive a \$350 bonus. The bonus will be split in two parts, \$175 each semester for employees who achieve perfect attendance during the semester. The first semester is July 1st to December 31st; the second, January 1st through June 30th. The only excused absences relative to this policy are: death in the immediate family, jury duty and an approved professional day.

ARTICLE XI SICK LEAVE

- Section 1. Personal illness leave with pay shall include any absence that occurs on any day and succeeding days that an employee is not actively performing the duties of his/her assignment.
- Section 2. An employee absent because of personal illness shall suffer no loss of pay for:

- a. One (1) working day for each month of service during the remainder of the first fiscal year of service following assignment or permanent appointment.
- b. Fourteen (14) working days in every fiscal year thereafter.

Section 3. All or any portion of allowable personal illness leave for any fiscal year not required (used) by an employee shall be accumulated to his or her credit from year to year.

Section 4. Accumulated personal illness with pay shall be granted an employee when needed, provided that in computing the amount of pay there shall be deducted the amount of monies which the employee is paid under the provisions of Title 34, Chapter 15 of the revised Statutes of New Jersey for temporary disability for any kind for which the employee is entitled to receive accumulated personal illness leave pay.

Section 5. The procedure to be followed for illness requiring leave of absence is as follows:

- a. Employees who are absent six (6) consecutive school days must submit a leave form. The leave form must be completed by a physician and the employee and sent to the principal, department head or immediate supervisor by Certified Mail/Return Receipt Requested. The leave form must be received by the District within six (6) working days of the sixth consecutive day of absence. Leave forms shall be supplied to employees at the beginning of each school year.
- b. If completed personal illness leave of absence form is not received within the twelve (12) working days period, then the principal, department head or immediate supervisor should send a certified letter indicating failure to comply.
- c. If no response to the letter is received within five (5) working days, the employee's paycheck may be withheld pending disposition of illness leave by the Human Resources Department.

- Section 6.** Leaves of absence for personal illness may be granted only when requested on the prescribed form signed by a regularly licensed Doctor of Medicine (a Doctor of Dental Service or Dental Surgery in case of mouth ailments) and approved by the State District Superintendent.
- Section 7.** Each leave of absence shall not be in excess of one-half year from the first day of absence due to personal illness. Leaves of more than thirty (30) days must be approved by the State District Superintendent or the Human Resources Department.
- Section 8.** In the computation of personal illness deductions, the fourteen (14) days personal illness leave granted for the current fiscal year shall be utilized first, and next if the absence exceeds fourteen (14) days in any fiscal year, the days in the employee's cumulative personal illness leave account shall be used.
- Section 9.** An employee who has used the current personal illness leave days and his/her cumulative personal illness leave account, upon the recommendation of his/her superior and the approval of the Human Resources Department, and the approval of the State District Superintendent, may receive one additional day for each year of experience as an employee of the Jersey City Public Schools.
- Section 10.** These additional days shall be called "permissive personal illness" leave and shall not be cumulative and shall not be granted more than twice, and only once in any given school year.
- Section 11.** Individual days of absence may not be applied against permissive leave. If any employee has not used his entire permissive leave in a school year, he/she may request the State District Superintendent, in writing, to apply the unused days within that school year (to June 30) to a new illness leave (5 days or more) if such is necessary prior to the expiration of that current school year.

Section 12. An employee who has served from one (1) to ten (10) years in the Jersey City School System may be allowed an absence beyond the accumulated personal illness leave and the permissive personal leave not greater than forty (40) days in any one fiscal year, during which period he/she shall forfeit one-half of the substitute's per diem pay.

Section 13. An employee who has served ten (10) or more years in the Jersey City School System may be allowed an absence for personal illness leave not greater than eighty (80) days in any one fiscal year, during which period he/she shall forfeit one-half of the substitute's per diem pay.

Section 14. To be eligible for benefits provided in Sections 12 and 13, a member must meet the requirements of Sections 9, 10 and 11.

Only the State District Superintendent, in his/her sole discretion, may approve absences beyond the accumulated personal illness leave and permissive personal leave. These extended leaves may only be granted in cases of long and extended illness, which are serious in nature. After reviewing the application for extended leave, the decision by the State District Superintendent shall not be subject to arbitration.

Section 15. Salary payments may be discontinued in cases of absence in any one fiscal year, which exceeds that enumerated in the preceding paragraphs.

Employees who exhaust sick leave shall be entitled to a sixty (60) day grace period for Board paid hospitalization after exhausting sick leave provided that the employee had neither sold back sick days during the preceding ten (10) years and was in good standing at the time of exhausting.

Section 16. In order to establish the accumulated personal illness leave presently due an employee, any portion of allowed personal illness leave not required (used) by an employee for all years of service for such employee prior to and subsequent to the adoption of the New Jersey Department of Personnel shall be included.

- Section 17. Intervening holidays shall not be counted as work days when computing allowable personal illness leave days.
- Section 18. Days lost due to injuries or illness incurred as a result of activities, which were required by the character of employee's assigned work shall be excluded in the computation of allowable personal illness leave days.
- Section 19. An employee whose absence for personal illness exceeds one-half year shall be required to take a physical examination as directed by the Human Resources Department of the School District.
- Section 20. Upon receipt of the report from the Human Resources Department, the State District Superintendent shall either:
- a. Grant additional leave for a period not to exceed six (6) months at a loss of full pay, except in situations where the accumulated personal illness leave and permissive personal illness leave have not been exhausted, or,
 - b. Return the employee to his/her position with the School District.
- Section 21. No further renewal or extension of leave of absence may be granted except upon the approval, in writing, of the Merit System Board, where such non-instructional employees are under the New Jersey Department of Personnel.
- Section 22. Any employee upon resignation after ten (10) years of regularly appointed service or upon retirement, shall receive a lump sum payment equivalent to \$50 for each unused day, accumulated in his/her personal illness leave bank after July 1, 1965. In the event of death before retirement, the employee's estate shall receive the lump sum payment described herein.
- Section 23. Any employee covered by this agreement who has at least two (2) years of continuous service with the Jersey City School District shall have the option of cashing in 30% of sick days at the rate of \$40.00 per day or at $\frac{1}{2}$ of the substitutes per diem rate, whichever is greater.

ARTICLE XII OTHER LEAVE

Section 1. Absence for Death in Family: In case of death of a parent, mother-in-law, father-in-law, brother, sister, husband, wife, child, stepchild, domestic partner or relative who is a member of the immediate household of an employee, the employee shall be excused without loss of pay or accumulated leave for death related absences taken within seven (7) calendar days of the date of death.

In case of the death of a stepmother, stepfather, grandchild, grandparent, sister-in-law (direct) or brother-in-law (direct), the employee shall be excused three (3) days without loss of pay or accumulated leave for death related absences taken within five (5) calendar days of the date of death.

Section 2. Absence for Death of a Relative. In case of the death of a relative not included in the above section, an employee shall be excused for the day of the funeral without loss of pay or accumulated leave. The definition of "relative" in this section shall include the following: uncle by consanguinity (but not affinity), aunt by consanguinity (but not affinity), nephew, niece, cousin by consanguinity, (first cousin only and not cousin's wife or husband), son-in-law, daughter-in-law.

Section 3. Absence by Reason of Quarantine or Court Order.

A. Pursuant to N.J.S.A. 26:4-1 et seq. and in the event schools are closed as a result of, or in the event an employee is officially quarantined by action of State, County or City Health Office, no member of this bargaining unit shall suffer loss of pay provided further that the State District Superintendent retains the right to schedule make-up days in the event of closing of any and all of the district's schools.

B. An employee absent in compliance with a court order, subpoena or summons shall not suffer deductions in pay for such absence provided the court order, subpoena or summons arises out of the course of the employee's employment with the District and further is not the result of any action by the District against the employee, nor the result of any lawsuit brought by the employee against the District. Provided further that an employee shall not suffer a deduction in pay by reason of a court order, subpoena or summons in a criminal proceeding provided the employee is not the defendant. Provided further the employee shall not suffer a deduction in pay by reason of a court order, subpoena or summons in the case of an employee is neither plaintiff nor defendant nor has any relationship, business, social, membership or family relationship with any party; provided also that the employee has no interest, direct or indirect, in the outcome of the litigation. Provided further that said employee is served with a summons, court order, or subpoena and evidence of such service is supplied to his/her principal or department head and the absence is approved by the State District Superintendent.

Section 4. **Absence for Attending Upon a Member of Family Seriously ill.** Absence because of the necessity of attendance upon a member of the employee's immediate family who is seriously ill and requires the care or attendance of such employee shall be charged to the personal illness leave days to which the employee is entitled.

Section 5. **Report of Absence.** An employee who is absent from duty because of personal illness, death in the family, quarantine, or compliance with the requirements of a court order shall notify the principal (or immediate superior or department head; if applicable) as early as possible, and such notification shall be given in advance where possible. An employee who is absent from duty for any other reason shall first secure permission from the State District Superintendent through the principal (or immediate superior or department head; if applicable).

The employee shall, in reporting absence for personal illness, communicate to the principal (or immediate superior or department head; if applicable) the probable duration of the illness.

Employees absent for any period of five (5) days or less must on return, complete, sign and file with the principal (or immediate superior or department head; if applicable), on forms to be supplied by the School District, a personal certificate as to the necessity of the absence.

Notification of return after absence: An employee who has been absent for two (2) days or more shall, before the end of the school day prior to his/her return, notify the principal (or immediate superior or department head; if applicable) of his/her expected return.

Section 6. Leave for Maternity.

- A. Any member of the non-instructional staff who is pregnant shall notify the Human Resources Department of the School District not later than six (6) months before the expected birth of the child and include with said notification a physician's certificate setting forth the date of the expected birth. She may be required to undergo a medical examination by the Human Resources Department of the School District. She shall be eligible to receive maternity leave without pay for six months, which may be reviewed for an additional period not to exceed six months upon approval of the State District Superintendent. No further renewal or extension of leave of absence may be granted except upon approval, in writing, of the Merit System Board where such non-instructional employee is under the New Jersey Department of Personnel. The School District, for proper cause or upon application of the employee, may terminate the leave prior to its original date of termination.
- B. Any employee who may become pregnant during a leave of absence granted for prior pregnancy shall apply for one additional leave of absence, which with the School District's approval, and the approval of the Merit System Board, may be extended for an additional period of one year.

- C. Upon request, an additional leave of six (6) months may be granted for childcare with the approval of the Merit System Board.
- D. Any non-instructional employee adopting a child may be eligible to receive a leave similar to maternity leave which shall commence upon his or her receiving de facto custody of said child, or earlier if necessary to fulfill requirements of the adoption.

Section 7. Illness as a Result of Pregnancy. Should any employee absent on maternity leave develop any illness or malady as a result of pregnancy, and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted, upon recommendation of the Human Resources Department of the School District, further leave of absence not to exceed six (6) months until she has recovered from such illness; provided, however that Merit System Board approval is granted where required.

Section 8. Leave of Absence for Personal Business.

- A. Leave of Absence for personal business may be granted to a permanent employee by the School District with loss of full pay for a period not to exceed six (6) months.
- B. Such leave of absence may be renewed by the School District for an additional period not to exceed six (6) months.
- C. No further renewal or extension of leave of absence for personal business shall be granted except upon approval of the School District and of the New Jersey Department of Personnel.

Section 9. Personal Business Days.

Effective July 1, 1998 employees shall be entitled to three (3) personal business days per year without loss of pay. The personal business days shall be transferred to the sick leave bank if unused.

The practice of pre-scheduling one-half (½) personal business day is prohibited.

One who requests a personal business day shall submit his/her request on the form prescribed, to the principal in time to allow the request to reach the office of the State District Superintendent three (3) days prior to the day of leave.

Normally, reasons which will justify the written request will be such as:

- a. Marriage of the employee or of an immediate relative of the employee.
- b. Graduation of a son or daughter.
- c. Participation in a graduation or accepting a degree.
- d. Serious illness at home.
- e. Attendance at a professional meeting.
- f. Property closing, sales, etc.

In case of a personal emergency, such as attendance at a funeral not covered by the rules, the requirement of a prior written request will be waived by the State District Superintendent.

Section 10. Leave for Active Military Service.

A. Field training or attendance at service schools.

An employee with permanent status, and any employee having temporary status with one year or more of continuous service, who is required to undergo military field training or attendance at service schools for a period of two (2) weeks or less during any fiscal year shall be granted leave of absence with pay.

Military leave shall be in addition to regular vacation allowed such employee. Whenever such military field training or attendance at service schools requires the participant to remain for a longer period than the prescribed two (2) weeks, such employee shall receive the difference between his pay and his military pay for the remainder of such time, provided that such addi-

tional time of training or service school attendance is not in excess of one (1) calendar month during any fiscal year. Should any military field training or attendance at service schools in excess of that granted above be required in the same fiscal year, military leave without pay for each additional period shall be granted. Unused vacation leave shall be granted and may be used before military leave without pay becomes effective.

B. Leave for extended active military service.

Any employee with permanent status entering active military service with the armed forces of the United States shall be granted:

1. Military leave without pay for the period of his/her service.
2. Earned and unused vacation leave. Such leave may be used by the employee before military leave without pay becomes effective.

Re-enlistment in active military service shall be considered as resignation from the employee's permanent position unless such re-enlistment is required in accordance with Federal Law governing military service.

ARTICLE XIII TERMINAL LEAVE

- Section 1. Effective July 1, 1971, each member of the bargaining unit shall be entitled to two (2) terminal leave days for each year of service.

ARTICLE XIV HEALTH INSURANCE

- Section 1. The School District shall make available to secretarial/clerical staff coverage under the New Jersey Public and School Employee Health Benefits Plan, including Rider J.
- Section 2. The School District shall provide the health-care insurance protection designated below.

Section 2.1. The School District shall pay full premium for each secretarial/clerical staff member and, in cases where appropriate, for family insurance coverage.

Section 2.2. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the School District and the Association and shall include:

- a. Hospital room and board and miscellaneous costs.
- b. Out-patient benefits.
- c. Laboratory fees, diagnostic expenses, and therapy treatments.
- d. Maternity costs.
- e. Surgical costs.
- f. Major-medical coverage.
- g. An individual dental plan shall be provided.

The Board shall assume completely all future increases in family dental insurance. The employees' contribution shall be capped at the existing amount.

Section 2.3. Prescription Plan

A prescription plan will be provided. The plan shall have a co-pay not to exceed seven dollars (\$7) except in the case of generic drug, which shall not exceed three dollars (\$3).

Section 2.4 Vision Plan

A Family Optical Plan will be provided.

Section 2.5 Flex Plan

Effective January 2002, a Flex Spending Plan will be available.

ARTICLE XV LIFE INSURANCE

Section 1. The School District shall provide each employee of the bargaining unit with a \$2,500 life insurance policy and a \$2,500 death and dismemberment policy. Upon retirement, the life insurance coverage shall be decreased to \$1,000 for each member of the bargaining unit and the death and dismemberment policy shall be canceled. However, upon retirement, the employee may pay whatever premium is necessary to keep the policy in effect.

ARTICLE XVI HOLIDAYS AND VACATIONS

Section 1. The following days shall be recognized as paid holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. General Election Day (November)
10. Veterans' Day
11. Thanksgiving Day
12. Thanksgiving Holiday (Day after Thanksgiving)
13. Christmas Eve
14. Christmas Day
15. New Year's Eve

Whenever any of the existing holidays listed above falls on Saturday, the preceding Friday shall be observed as the holiday, provided that the schools are closed.

Whenever any of the existing holidays listed above falls on Sunday, the succeeding Monday shall be observed as the holiday, provided that the schools are closed.

The Holidays listed in this Article are only to be taken on days when the schools are closed. Any such Holidays that cannot be taken because the schools are open will be made up on another day provided that three (3) days prior written notice is submitted to and approved by the principal (or immediate superior or department head, if applicable).

Section 2. Vacation Schedule shall be as follows:

One (1) day per month for the first year of employment.

Twenty-two (22) days for two (2) through fourteen (14) years of employment.

Twenty-five (25) days after completion of fifteen (15) years or more.

Vacation Schedule shall be as follows for staff hired after July 1, 1993:

| <u>Years of Employment</u> | <u>Vacation Days</u> |
|---|---|
| Less than 1 year | 1 day per month worked to a maximum of 10 |
| 1 through completion of 4 years | 15 days |
| 5 through completion of 9 years | 20 days |
| 10 through completion of 14 years | 22 days |
| Starting with the 15th year of employment | 25 days |

Those hired prior to July 1, 1993 shall retain their prior vacation allowance except for those in the after 15-year category where the above schedule applies.

- Section 3. Effective July 1, 1988, the alleged past practice of permitting employees who do not work in the schools one-half of the time off received during the regular school calendar by employees who work in the schools shall cease. Employees who do not work in the schools shall receive five (5) floating days off, provided that a three (3) day prior written notice is submitted to and approved by the employee's department head.

ARTICLE XVII EVALUATION PROCEDURE

- Section 1. All observation of the work performance of any employee shall be conducted openly and with full knowledge of the employee.
- Section 2. In any instance where an unfavorable report is given by the Superior, the employee should be given an opportunity to rebut.
- Section 3. Employees, upon presentation of advanced written request, may inspect their personnel files with no undue delay. A representative from the Human Resources Department shall be present during the inspection.
- Section 4. Employees shall have the right to add written comments to any material filed and these written comments, after review by the Human Resources Department, shall be made part of the employee's personnel file.

ARTICLE XVIII DEDUCTIONS FROM SALARY

- Section 1. The School District agrees to deduct from the salaries of the members of the bargaining unit dues for the Educational Secretaries Association, Hudson County Education Association, New Jersey Education Association and/or the National Education Association, or any one or any combination of such Associations as said employee individually and voluntarily authorizes the School District to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of

1969 (NJS 52:14-15.9e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted promptly to the treasurer of the Educational Secretaries Association following the monthly pay period on which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

- Section 2. The Association reserves the right and the School District has given to the Association the right to employ a representation fee or agency fee on all persons who are not members of the Educational Secretaries Association.

ARTICLE XIX MISCELLANEOUS

- Section 1. The School District and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- Section 2. This Agreement constitutes School District policy for the term of said Agreement, and the School District shall carry out the commitments contained herein and give them full force and effect as School District policy.
- Section 3. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the School District in force on said date shall continue to be so applicable in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.
- Section 4. Longevity Pay:

| | | |
|----------------|---|---------|
| After 5 years | - | \$300 |
| After 10 years | - | \$500 |
| After 15 years | - | \$700 |
| After 20 years | - | \$900 |
| After 25 years | - | \$1,000 |
| After 30 years | | \$1,000 |

Effective July 1, 1995 this shall be cumulative.

Section 5. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following address:

1. If by the Association, to the School District at:
346 Claremont Avenue
Jersey City, New Jersey 07305
2. If by the School District, to the Association at:
2300 Kennedy Boulevard
Jersey City, New Jersey 07304

ARTICLE XX SEPARABILITY AND SAVINGS

Section 1. If any provision of this Agreement or any application of this Agreement to any employees or group of employees is held to be contrary to law, then such provision or application shall be deemed invalid and subsisting, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXI SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES

Section 1. The School District on its own behalf hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the laws and constitutions of the State of New Jersey and the United States. The exercise of the foregoing powers, rights, authority, duties and regulations and practices in furtherance thereof shall be limited only by the terms of this Agreement and then only to the extent such terms are in conformance with law.

ARTICLE XXII FULLY BARGAINED PROVISIONS

Section 1. This Agreement represents and incorporates the complete and final understanding and settlements by the parties on all bargainable issues for the life of this Agreement and neither party shall be required to negotiate on any subject unless they mutually agree to do so.


ARTICLE XXIII DURATION

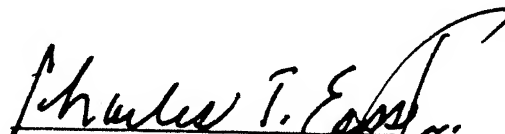
Section 1. The provisions of this Agreement shall be effective as of July 1, 2001 and shall remain in full force and effect through June 30, 2005 subject to the right of the School District or Association to negotiate for a modification of this Agreement as provided in this Agreement.

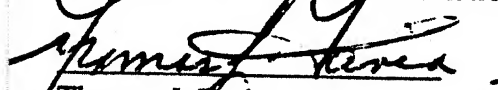
IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized officers this 31st day of March 2003.


JERSEY CITY EDUCATION
ASSOCIATION
EDUCATIONAL SECRETARIES
ASSOCIATION

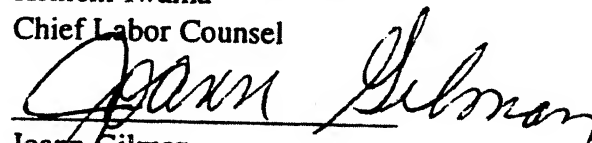
STATE-OPERATED SCHOOL
DISTRICT OF THE CITY
OF JERSEY CITY


Rafael Augusto - President
Educational Secretaries Association


Dr. Charles T. Epps, Jr.
State District Superintendent


Thomas J. Favia - President
Jersey City Education Association


Kenichi Iwama
Chief Labor Counsel


Joann Gilman
Business Administrator

EDUCATIONAL SECRETARIES ASSOCIATION SALARY GUIDE KEY

- A. Legal Stenographer
- B. Mail Clerk, Office Appliance Operator
- C. Medical Attendant
- D. School Nurse Aide
- E. Sen. Emp. Benefits Clerk
- F. Senior Medical Stenographer
- G. Audiometrist, Athletic Equip./Facilities Clerk, Supvr. of Accounts
- H. Asst. Payroll Supervisor, Pers. Asst., Pers. Asst. Typ, Supr/Off. App. Oper.
- I. Sen. Adm. Analyst, Pers. Aid., Pers. Aide/Typ.
- J. Senior Acct., Sen. Leg. Steno., Sen. Pers. Asst., Payroll Supvr., Supr. Data Control Clerk, Data Processing Systems Programmer
- K. Chief Clerk, Chief Clerk Title I, DP Cord., Supv. Accts & Control, Senior Computer Operator
- L. Acct. Clerk, Acct. Clerk/Typ., Clerk Typ/Bil.
- M. School Clerks: Acct. Clerk, Acct. Clerk Typ., Clerk, Clerk Typ./Bil.
- N. Sen. Acct. Clk., Sen. Acct. Clk./Typ., Sen. Clk., Sen. Clk./Typ, Sen. Clk. Typ./Bil., Sen. Clk. Steno, Sen. Clk. Trans., Sen. Clk. Bk. Room, Sen. Budget Clk., Sen. Payroll Clk., Sen. Pers. Clk., Sen. Pur. Asst., Sen. Purch. Assist./Steno., Sen. Purch. Asst./Typ., Sen. Vault Clerk, Emp. Benefits Clk., Data Control Clk., Data Entry Oper., Key Oper. Word Processor, Sr. Pers., Clk./Typ.
- O. School Clerks for the above Titles, Stock Clerk Bookroom
- P. Prin. Acct. Clk., Prin. Acct. Clk./Steno., Prin. Acct. Clk./Typ., Prin. Clk., Wd. Process., Clk. Driver, Custodian of Records, Prin. Clk./Steno., Prin. Clk. Trans., Princ. Clk. Typ. Sen. Data

En. Oper., Sen. Key Mach. Operator, Records Retrieval Oper.,
Prin. Clk. Typ./Bil., Sen. Data Control Clk.

- Q. School Clerks for above Titles
- R. Med. Stenographer, Prin. Emplo. Ben. Clk., Prin. Data Con.
Clk., Prin. Pay. Clk., Prin. Pers. Clk. Typ.
- S. Principal Buyer, Principal Purchasing Assistant
- T. Supv. Acct. Clk., Supv. Clk./Steno., Supv. Clk./Typ., Supv.
Clk., Supv. Data Entry, Pension Fund Supv., Sen. Clk. Driver,
Supv. Health Ins. Benefits Clk.
- U. Senior Office Appliance Operator
- V. Accountant, Internal Communications Specialist
- W. Administrative Clerk, Administrative Clerk Typing,
Transportation Analyst
- X. Administrative Analyst
- Y. Assistant Buyer
- Z. Assistant Supervisor of Accounts, Management Specialist
- AA. Assistant Data Processing Coordinator
- BB. Assistant Supervisor/Data Control
- CC. Administrative Secretary, Secretary, Board/Commission Typ.
- DD. Coordinator of Administrative Services, Computer Service
Technician

A
LEGAL STENOGRAPHER

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 32,626 | 33,663 | 34,754 | 35,951 |
| 2 | 34,895 | 36,003 | 37,170 | 38,450 |
| 3 | 35,892 | 37,032 | 38,233 | 39,549 |
| 4 | 36,954 | 38,128 | 39,364 | 40,720 |
| 5 | 39,082 | 40,323 | 41,631 | 43,064 |
| 6 | 41,209 | 42,518 | 43,897 | 45,408 |
| 7 | 43,339 | 44,715 | 46,165 | 47,755 |
| 8 | 45,810 | 47,265 | 48,798 | 50,478 |
| 9 | 47,589 | 49,101 | 50,693 | 52,439 |
| 10 | 49,832 | 51,415 | 53,082 | 54,910 |
| 11 | 51,844 | 53,491 | 55,226 | 57,127 |
| 12 | 56,404 | 58,196 | 60,083 | 62,151 |

B
MAIL CLERK
OFFICE APPLIANCE OPERATOR

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 26,583 | 27,428 | 28,317 | 29,292 |
| 2 | 27,463 | 28,336 | 29,255 | 30,262 |
| 3 | 28,342 | 29,243 | 30,191 | 31,230 |
| 4 | 29,223 | 30,152 | 31,129 | 32,201 |
| 5 | 30,982 | 31,967 | 33,003 | 34,139 |
| 6 | 32,745 | 33,785 | 34,880 | 36,081 |
| 7 | 34,506 | 35,602 | 36,756 | 38,022 |
| 8 | 36,266 | 37,418 | 38,631 | 39,961 |
| 9 | 38,028 | 39,236 | 40,508 | 41,903 |
| 10 | 39,789 | 41,053 | 42,384 | 43,843 |
| 11 | 41,548 | 42,868 | 44,257 | 45,781 |
| 12 | 45,872 | 47,329 | 48,863 | 50,546 |

C
MEDICAL ATTENDANT

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 26,627 | 27,473 | 28,363 | 29,340 |
| 2 | 27,162 | 28,025 | 28,933 | 29,930 |
| 3 | 27,697 | 28,577 | 29,504 | 30,519 |
| 4 | 28,231 | 29,128 | 30,073 | 31,108 |
| 5 | 28,767 | 29,680 | 30,643 | 31,698 |
| 6 | 29,837 | 30,785 | 31,783 | 32,877 |
| 7 | 30,967 | 31,951 | 32,987 | 34,122 |
| 8 | 32,067 | 33,086 | 34,159 | 35,335 |
| 9 | 33,168 | 34,221 | 35,331 | 36,547 |
| 10 | 34,268 | 35,357 | 36,503 | 37,760 |
| 11 | 36,468 | 37,627 | 38,847 | 40,184 |
| 12 | 38,190 | 39,404 | 40,681 | 42,082 |

D
SCHOOL NURSE AIDE

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 27,483 | 28,356 | 29,275 | 30,283 |
| 2 | 28,017 | 28,907 | 29,844 | 30,872 |
| 3 | 28,552 | 29,460 | 30,415 | 31,462 |
| 4 | 29,087 | 30,011 | 30,984 | 32,050 |
| 5 | 30,158 | 31,116 | 32,125 | 33,231 |
| 6 | 31,227 | 32,220 | 33,264 | 34,409 |
| 7 | 32,298 | 33,324 | 34,404 | 35,589 |
| 8 | 33,367 | 34,427 | 35,543 | 36,767 |
| 9 | 34,439 | 35,533 | 36,685 | 37,948 |
| 10 | 35,508 | 36,636 | 37,824 | 39,126 |
| 11 | 36,580 | 37,742 | 38,965 | 40,307 |
| 12 | 38,190 | 39,404 | 40,681 | 42,082 |

E
SENIOR EMPLOYEE BENEFITS CLERK

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 29,590 | 30,530 | 31,520 | 32,605 |
| 2 | 30,245 | 31,205 | 32,217 | 33,326 |
| 3 | 30,898 | 31,880 | 32,913 | 34,046 |
| 4 | 31,552 | 32,554 | 33,609 | 34,767 |
| 5 | 32,858 | 33,902 | 35,001 | 36,206 |
| 6 | 34,172 | 35,258 | 36,401 | 37,654 |
| 7 | 35,481 | 36,609 | 37,795 | 39,097 |
| 8 | 36,791 | 37,959 | 39,190 | 40,539 |
| 9 | 38,101 | 39,311 | 40,586 | 41,983 |
| 10 | 39,410 | 40,662 | 41,980 | 43,426 |
| 11 | 40,719 | 42,013 | 43,375 | 44,868 |
| 12 | 42,940 | 44,305 | 45,741 | 47,316 |

F
SENIOR MEDICAL STENOGRAPHER

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 32,768 | 33,809 | 34,905 | 36,107 |
| 2 | 33,579 | 34,646 | 35,769 | 37,001 |
| 3 | 34,389 | 35,482 | 36,632 | 37,893 |
| 4 | 35,200 | 36,319 | 37,496 | 38,787 |
| 5 | 38,445 | 39,666 | 40,952 | 42,362 |
| 6 | 40,068 | 41,341 | 42,681 | 44,150 |
| 7 | 41,690 | 43,014 | 44,409 | 45,938 |
| 8 | 43,311 | 44,687 | 46,136 | 47,724 |
| 9 | 44,933 | 46,360 | 47,863 | 49,511 |
| 10 | 46,555 | 48,034 | 49,591 | 51,299 |
| 11 | 48,177 | 49,708 | 51,319 | 53,086 |
| 12 | 51,083 | 52,706 | 54,414 | 56,288 |

G
AUDIOMETRIST
ATHLETIC EQUIPMENT/
FACILITIES CLERK
SUPERVISOR OF ACCOUNTS

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 32,111 | 33,131 | 34,205 | 35,382 |
| 2 | 32,891 | 33,936 | 35,036 | 36,242 |
| 3 | 33,673 | 34,743 | 35,869 | 37,104 |
| 4 | 34,453 | 35,548 | 36,700 | 37,964 |
| 5 | 36,016 | 37,160 | 38,364 | 39,685 |
| 6 | 37,577 | 38,771 | 40,028 | 41,406 |
| 7 | 39,139 | 40,383 | 41,692 | 43,127 |
| 8 | 40,702 | 41,995 | 43,356 | 44,849 |
| 9 | 42,262 | 43,605 | 45,018 | 46,568 |
| 10 | 43,824 | 45,217 | 46,683 | 48,290 |
| 11 | 45,386 | 46,828 | 48,346 | 50,010 |
| 12 | 48,250 | 49,783 | 51,397 | 53,167 |

H
ASSISTANT PAYROLL SUPERVISOR
PERSONNEL ASSISTANT
PERSONNEL ASSISTANT TYPING
SUPERVISOR OFFICE APPLIANCE
OPERATOR

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 35,077 | 36,191 | 37,365 | 38,651 |
| 2 | 35,975 | 37,118 | 38,322 | 39,641 |
| 3 | 36,885 | 38,057 | 39,291 | 40,644 |
| 4 | 37,794 | 38,995 | 40,259 | 41,645 |
| 5 | 39,613 | 40,871 | 42,196 | 43,649 |
| 6 | 41,429 | 42,746 | 44,131 | 45,651 |
| 7 | 43,248 | 44,622 | 46,069 | 47,655 |
| 8 | 45,065 | 46,496 | 48,004 | 49,657 |
| 9 | 46,883 | 48,373 | 49,941 | 51,661 |
| 10 | 48,700 | 50,247 | 51,876 | 53,662 |
| 11 | 50,518 | 52,123 | 53,812 | 55,665 |
| 12 | 54,006 | 55,722 | 57,528 | 59,509 |

I
SENIOR ADMINISTRATIVE ANALYST
PERSONNEL AIDE
PERSONNEL AIDE TYPING

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 36,427 | 37,585 | 38,803 | 40,139 |
| 2 | 37,171 | 38,352 | 39,596 | 40,959 |
| 3 | 37,917 | 39,121 | 40,389 | 41,780 |
| 4 | 38,661 | 39,889 | 41,182 | 42,600 |
| 5 | 40,147 | 41,422 | 42,765 | 44,238 |
| 6 | 41,623 | 42,945 | 44,338 | 45,864 |
| 7 | 43,120 | 44,490 | 45,933 | 47,514 |
| 8 | 45,403 | 46,846 | 48,365 | 50,030 |
| 9 | 46,094 | 47,558 | 49,100 | 50,791 |
| 10 | 47,579 | 49,091 | 50,682 | 52,427 |
| 11 | 49,065 | 50,624 | 52,265 | 54,065 |
| 12 | 51,403 | 53,036 | 54,755 | 56,641 |

J
SENIOR ACCOUNTANT
SENIOR LEGAL STENOGRAPHER
SENIOR PERSONNEL ASSISTANT
PAYROLL SUPERVISOR
DATA PROCESSING SYSTEMS
PROGRAMMER

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 45,395 | 46,837 | 48,356 | 50,021 |
| 2 | 46,508 | 47,985 | 49,541 | 51,247 |
| 3 | 47,622 | 49,135 | 50,728 | 52,475 |
| 4 | 48,736 | 50,284 | 51,915 | 53,702 |
| 5 | 50,962 | 52,581 | 54,286 | 56,155 |
| 6 | 53,191 | 54,880 | 56,660 | 58,610 |
| 7 | 55,418 | 57,179 | 59,032 | 61,065 |
| 8 | 57,645 | 59,477 | 61,405 | 63,519 |
| 9 | 59,874 | 61,776 | 63,778 | 65,974 |
| 10 | 62,099 | 64,072 | 66,149 | 68,426 |
| 11 | 64,327 | 66,371 | 68,523 | 70,882 |
| 12 | 68,009 | 70,169 | 72,444 | 74,939 |

K
CHIEF CLERK
CHIEF CLERK TITLE ONE
DATA PROCESSING COORDINATOR
SUPERVISOR ACCOUNTS &
CONTROLS
SENIOR COMPUTER OPERATOR

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 39,518 | 40,774 | 42,095 | 43,545 |
| 2 | 40,286 | 41,566 | 42,913 | 44,391 |
| 3 | 41,053 | 42,357 | 43,730 | 45,236 |
| 4 | 41,820 | 43,149 | 44,548 | 46,082 |
| 5 | 43,356 | 44,734 | 46,184 | 47,774 |
| 6 | 44,493 | 45,907 | 47,395 | 49,027 |
| 7 | 46,427 | 47,902 | 49,455 | 51,158 |
| 8 | 47,962 | 49,486 | 51,090 | 52,849 |
| 9 | 49,497 | 51,069 | 52,725 | 54,540 |
| 10 | 51,032 | 52,654 | 54,361 | 56,232 |
| 11 | 52,567 | 54,237 | 55,995 | 57,923 |
| 12 | 54,862 | 56,605 | 58,440 | 60,452 |

L
ACCOUNT CLERK
ACCOUNT CLERK TYPING
CLERK
CLERK TYPING
CLERK TYPIST BILINGUAL

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 27,490 | 28,364 | 29,283 | 30,291 |
| 2 | 28,058 | 28,950 | 29,888 | 30,917 |
| 3 | 28,629 | 29,538 | 30,496 | 31,546 |
| 4 | 29,197 | 30,124 | 31,101 | 32,172 |
| 5 | 30,358 | 31,322 | 32,338 | 33,451 |
| 6 | 31,496 | 32,497 | 33,550 | 34,705 |
| 7 | 32,636 | 33,673 | 34,765 | 35,962 |
| 8 | 33,751 | 34,823 | 35,952 | 37,190 |
| 9 | 34,891 | 35,999 | 37,166 | 38,446 |
| 10 | 36,029 | 37,174 | 38,379 | 39,700 |
| 11 | 37,184 | 38,365 | 39,609 | 40,973 |
| 12 | 39,012 | 40,251 | 41,556 | 42,987 |

M
SCHOOL CLERKS FOR "L" TITLES

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 25,985 | 26,811 | 27,680 | 28,633 |
| 2 | 26,555 | 27,398 | 28,287 | 29,260 |
| 3 | 27,123 | 27,984 | 28,892 | 29,886 |
| 4 | 27,691 | 28,571 | 29,497 | 30,513 |
| 5 | 28,830 | 29,746 | 30,711 | 31,768 |
| 6 | 29,969 | 30,921 | 31,923 | 33,022 |
| 7 | 31,108 | 32,096 | 33,137 | 34,278 |
| 8 | 32,245 | 33,270 | 34,348 | 35,531 |
| 9 | 33,385 | 34,445 | 35,562 | 36,787 |
| 10 | 34,524 | 35,621 | 36,776 | 38,042 |
| 11 | 35,662 | 36,795 | 37,988 | 39,296 |
| 12 | 37,582 | 38,776 | 40,033 | 41,411 |

N
SENIOR ACCOUNT CLERK
SENIOR PURCHASING ASSISTANT
SENIOR CLERK
SENIOR VAULT CLERK
SENIOR CLERK TRANSCRIBER
EMPLOYEE BENEFITS CLERK
SENIOR CLERK BOOKROOM
DATA CONTROL CLERK
SENIOR BUDGET CLERK
DATA ENTRY OPERATOR
SENIOR PAYROLL CLERK
KEYPUNCH OPERATOR
SENIOR PERSONNEL CLERK
SENIOR CLERK STENO
WORD PROCESSOR OPERATOR
ALL ABOVE/TYPISTS

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 28,815 | 29,730 | 30,694 | 31,751 |
| 2 | 29,446 | 30,381 | 31,366 | 32,446 |
| 3 | 30,076 | 31,031 | 32,037 | 33,140 |
| 4 | 30,706 | 31,681 | 32,708 | 33,834 |
| 5 | 31,965 | 32,981 | 34,050 | 35,223 |
| 6 | 33,224 | 34,280 | 35,391 | 36,610 |
| 7 | 34,484 | 35,580 | 36,733 | 37,998 |
| 8 | 35,743 | 36,878 | 38,074 | 39,385 |
| 9 | 37,002 | 38,177 | 39,415 | 40,772 |
| 10 | 38,260 | 39,476 | 40,756 | 42,159 |
| 11 | 39,519 | 40,775 | 42,097 | 43,546 |
| 12 | 41,508 | 42,826 | 44,215 | 45,737 |

O
SCHOOL CLERKS FOR AA OF "N"
TITLES
STOCK CLERK BOOKROOM

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 27,311 | 28,179 | 29,092 | 30,094 |
| 2 | 27,940 | 28,828 | 29,762 | 30,787 |
| 3 | 28,571 | 29,479 | 30,434 | 31,482 |
| 4 | 29,202 | 30,130 | 31,106 | 32,177 |
| 5 | 30,461 | 31,428 | 32,447 | 33,564 |
| 6 | 31,720 | 32,728 | 33,789 | 34,953 |
| 7 | 32,978 | 34,026 | 35,129 | 36,339 |
| 8 | 34,237 | 35,325 | 36,470 | 37,726 |
| 9 | 35,497 | 36,625 | 37,812 | 39,114 |
| 10 | 36,756 | 37,923 | 39,153 | 40,501 |
| 11 | 38,016 | 39,224 | 40,496 | 41,890 |
| 12 | 40,230 | 41,508 | 42,854 | 44,330 |

P
PRINCIPAL ACCOUNT CLERK
CLERK DRIVER
PRINCIPAL ACCOUNT CLERK/STENO
CUSTODIAN OF RECORDS
PRINCIPAL CLERK
SENIOR DATA ENTRY OPERATOR
PRINCIPAL CLERK/STENO
RECORDS RETRIEVAL OPERATOR
PRINCIPAL CLERK/TRANSCRIBER
PRINCIPAL CLERK-TYPIST/BILINGUAL
PRINCIPAL CLERK/WORD PROCESSING
ALL THE ABOVE TITLE W/TYPIST
SENIOR DATA CONTROL CLERK

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 29,969 | 30,921 | 31,923 | 33,022 |
| 2 | 30,622 | 31,595 | 32,619 | 33,743 |
| 3 | 31,277 | 32,271 | 33,317 | 34,464 |
| 4 | 31,931 | 32,946 | 34,014 | 35,185 |
| 5 | 33,245 | 34,301 | 35,413 | 36,632 |
| 6 | 34,557 | 35,655 | 36,811 | 38,078 |
| 7 | 35,870 | 37,010 | 38,210 | 39,525 |
| 8 | 37,182 | 38,363 | 39,607 | 40,970 |
| 9 | 38,495 | 39,718 | 41,006 | 42,417 |
| 10 | 39,807 | 41,072 | 42,404 | 43,863 |
| 11 | 41,094 | 42,399 | 43,774 | 45,281 |
| 12 | 43,340 | 44,717 | 46,166 | 47,756 |

Q
CLERKS FOR THE "P" TITLES

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 28,328 | 29,228 | 30,176 | 31,215 |
| 2 | 29,103 | 30,028 | 31,001 | 32,069 |
| 3 | 29,758 | 30,703 | 31,698 | 32,790 |
| 4 | 30,414 | 31,381 | 32,398 | 33,513 |
| 5 | 31,728 | 32,736 | 33,797 | 34,961 |
| 6 | 33,041 | 34,091 | 35,196 | 36,408 |
| 7 | 34,356 | 35,448 | 36,597 | 37,857 |
| 8 | 35,671 | 36,804 | 37,997 | 39,305 |
| 9 | 36,986 | 38,161 | 39,398 | 40,755 |
| 10 | 38,299 | 39,516 | 40,797 | 42,202 |
| 11 | 39,614 | 40,872 | 42,197 | 43,650 |
| 12 | 41,934 | 43,266 | 44,669 | 46,207 |

R
MEDICAL STENOGRAPHER
PRINCIPAL EMPLOYEE
BENEFITS CLERK
PRINCIPAL DATA CONTROL CLERK
PRINCIPAL PAYROLL CLERK
PRINCIPAL PERSONNEL CLERK
PRINCIPAL PERSONNEL
CLERK/TYPIST

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 30,321 | 31,284 | 32,298 | 33,410 |
| 2 | 31,021 | 32,006 | 33,044 | 34,181 |
| 3 | 31,721 | 32,729 | 33,790 | 34,954 |
| 4 | 32,422 | 33,452 | 34,537 | 35,726 |
| 5 | 33,824 | 34,899 | 36,030 | 37,271 |
| 6 | 35,228 | 36,347 | 37,526 | 38,818 |
| 7 | 36,631 | 37,795 | 39,020 | 40,364 |
| 8 | 38,033 | 39,241 | 40,513 | 41,908 |
| 9 | 39,436 | 40,689 | 42,008 | 43,454 |
| 10 | 40,840 | 42,137 | 43,503 | 45,001 |
| 11 | 42,241 | 43,583 | 44,996 | 46,546 |
| 12 | 44,713 | 46,133 | 47,629 | 49,269 |

S
PRINCIPAL BUYER
PRINCIPAL PURCHASING ASSISTANT

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 32,455 | 33,486 | 34,572 | 35,762 |
| 2 | 33,317 | 34,375 | 35,490 | 36,712 |
| 3 | 34,178 | 35,264 | 36,407 | 37,661 |
| 4 | 35,039 | 36,152 | 37,324 | 38,609 |
| 5 | 36,760 | 37,928 | 39,157 | 40,505 |
| 6 | 38,479 | 39,701 | 40,988 | 42,399 |
| 7 | 40,200 | 41,478 | 42,822 | 44,297 |
| 8 | 41,921 | 43,253 | 44,655 | 46,193 |
| 9 | 43,642 | 45,029 | 46,489 | 48,089 |
| 10 | 45,362 | 46,803 | 48,321 | 49,984 |
| 11 | 47,083 | 48,579 | 50,154 | 51,881 |
| 12 | 50,438 | 52,041 | 53,728 | 55,578 |

T
SUPERVISING ACCOUNT CLERK
SUPERVISING CLERK STENO
SUPERVISING CLERK
SUPERVISING CLERK/TYPIST
SUPERVISING DATA ENTRY
PENSION FUND SUPERVISOR
SENIOR CLERK DRIVER
SUPERVISING HEALTH BENEFITS
CLERK

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 30,890 | 31,871 | 32,904 | 34,037 |
| 2 | 31,615 | 32,620 | 33,677 | 34,837 |
| 3 | 32,341 | 33,369 | 34,450 | 35,637 |
| 4 | 33,068 | 34,118 | 35,224 | 36,437 |
| 5 | 34,518 | 35,615 | 36,769 | 38,035 |
| 6 | 35,970 | 37,113 | 38,316 | 39,635 |
| 7 | 37,421 | 38,610 | 39,862 | 41,235 |
| 8 | 38,873 | 40,108 | 41,408 | 42,834 |
| 9 | 40,325 | 41,606 | 42,955 | 44,434 |
| 10 | 41,775 | 43,102 | 44,500 | 46,032 |
| 11 | 43,227 | 44,601 | 46,047 | 47,632 |
| 12 | 45,826 | 47,282 | 48,815 | 50,496 |

U
SENIOR OFFICE APPLIANCE
OPERATOR

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 30,902 | 31,884 | 32,918 | 34,051 |
| 2 | 31,793 | 32,803 | 33,866 | 35,032 |
| 3 | 32,684 | 33,722 | 34,815 | 36,014 |
| 4 | 33,575 | 34,642 | 35,765 | 36,996 |
| 5 | 35,358 | 36,481 | 37,664 | 38,961 |
| 6 | 37,140 | 38,320 | 39,563 | 40,925 |
| 7 | 38,923 | 40,160 | 41,462 | 42,889 |
| 8 | 40,706 | 41,999 | 43,361 | 44,854 |
| 9 | 42,487 | 43,837 | 45,258 | 46,817 |
| 10 | 44,271 | 45,678 | 47,158 | 48,782 |
| 11 | 46,053 | 47,516 | 49,056 | 50,745 |
| 12 | 49,706 | 51,285 | 52,947 | 54,770 |

V
ACCOUNTANT
INTERNAL COMMUNICATIONS SPECIALIST

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 34,129 | 35,213 | 36,355 | 37,606 |
| 2 | 34,838 | 35,945 | 37,110 | 38,388 |
| 3 | 35,882 | 37,022 | 38,222 | 39,538 |
| 4 | 36,759 | 37,926 | 39,156 | 40,504 |
| 5 | 38,510 | 39,734 | 41,022 | 42,434 |
| 6 | 40,262 | 41,541 | 42,888 | 44,365 |
| 7 | 42,014 | 43,349 | 44,754 | 46,295 |
| 8 | 43,767 | 45,157 | 46,621 | 48,226 |
| 9 | 45,520 | 46,966 | 48,488 | 50,158 |
| 10 | 47,303 | 48,806 | 50,388 | 52,123 |
| 11 | 49,024 | 50,582 | 52,222 | 54,020 |
| 12 | 52,364 | 54,028 | 55,779 | 57,700 |

W
ADMINISTRATIVE CLERK
ADMINISTRATIVE CLERK TYPING
TRANSPORTATION ANALYST

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 33,684 | 34,754 | 35,881 | 37,117 |
| 2 | 34,482 | 35,577 | 36,731 | 37,995 |
| 3 | 35,280 | 36,400 | 37,581 | 38,874 |
| 4 | 36,077 | 37,223 | 38,430 | 39,753 |
| 5 | 37,673 | 38,869 | 40,130 | 41,511 |
| 6 | 39,268 | 40,515 | 41,829 | 43,269 |
| 7 | 40,863 | 42,162 | 43,528 | 45,027 |
| 8 | 42,458 | 43,806 | 45,227 | 46,784 |
| 9 | 44,053 | 45,452 | 46,926 | 48,542 |
| 10 | 45,648 | 47,099 | 48,625 | 50,300 |
| 11 | 47,244 | 48,745 | 50,325 | 52,058 |
| 12 | 50,111 | 51,703 | 53,379 | 55,217 |

X
ADMINISTRATIVE ANALYST

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 53,529 | 55,230 | 57,020 | 58,984 |
| 2 | 54,560 | 56,293 | 58,118 | 60,119 |
| 3 | 55,589 | 57,355 | 59,214 | 61,253 |
| 4 | 56,622 | 58,421 | 60,315 | 62,392 |
| 5 | 57,653 | 59,485 | 61,414 | 63,528 |
| 6 | 58,686 | 60,550 | 62,513 | 64,666 |
| 7 | 59,718 | 61,615 | 63,613 | 65,803 |
| 8 | 60,748 | 62,678 | 64,710 | 66,938 |
| 9 | 61,780 | 63,742 | 65,809 | 68,075 |
| 10 | 62,811 | 64,807 | 66,908 | 69,211 |
| 11 | 63,845 | 65,874 | 68,009 | 70,351 |
| 12 | 64,907 | 66,969 | 69,140 | 71,520 |

Y
ASSISTANT BUYER

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 32,173 | 33,195 | 34,272 | 35,452 |
| 2 | 32,924 | 33,970 | 35,071 | 36,278 |
| 3 | 33,678 | 34,748 | 35,875 | 37,110 |
| 4 | 34,430 | 35,524 | 36,676 | 37,939 |
| 5 | 35,932 | 37,074 | 38,276 | 39,593 |
| 6 | 37,486 | 38,677 | 39,931 | 41,306 |
| 7 | 38,940 | 40,177 | 41,479 | 42,907 |
| 8 | 40,444 | 41,729 | 43,082 | 44,565 |
| 9 | 41,946 | 43,279 | 44,682 | 46,220 |
| 10 | 43,449 | 44,829 | 46,282 | 47,876 |
| 11 | 44,957 | 46,385 | 47,889 | 49,537 |
| 12 | 47,629 | 49,142 | 50,735 | 52,482 |

Z
ASSISTANT SUPERVISOR OF
ACCOUNTS
MANAGEMENT SPECIALIST

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 31,015 | 32,001 | 33,038 | 34,176 |
| 2 | 31,788 | 32,798 | 33,862 | 35,027 |
| 3 | 32,561 | 33,596 | 34,685 | 35,879 |
| 4 | 33,333 | 34,392 | 35,507 | 36,730 |
| 5 | 34,869 | 35,977 | 37,143 | 38,422 |
| 6 | 36,414 | 37,571 | 38,789 | 40,124 |
| 7 | 37,973 | 39,180 | 40,450 | 41,842 |
| 8 | 39,519 | 40,775 | 42,097 | 43,546 |
| 9 | 41,068 | 42,373 | 43,747 | 45,253 |
| 10 | 42,614 | 43,968 | 45,393 | 46,956 |
| 11 | 44,160 | 45,563 | 47,040 | 48,660 |
| 12 | 48,634 | 50,179 | 51,806 | 53,590 |

AA
ASSISTANT DATA PROCESSING
COORDINATOR

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 37,652 | 38,848 | 40,108 | 41,489 |
| 2 | 38,382 | 39,601 | 40,885 | 42,293 |
| 3 | 39,113 | 40,355 | 41,663 | 43,098 |
| 4 | 39,844 | 41,110 | 42,443 | 43,904 |
| 5 | 41,538 | 42,858 | 44,248 | 45,771 |
| 6 | 42,769 | 44,128 | 45,559 | 47,127 |
| 7 | 44,232 | 45,637 | 47,117 | 48,739 |
| 8 | 45,696 | 47,147 | 48,676 | 50,352 |
| 9 | 47,157 | 48,655 | 50,233 | 51,962 |
| 10 | 48,620 | 50,164 | 51,791 | 53,574 |
| 11 | 50,083 | 51,674 | 53,350 | 55,187 |
| 12 | 54,862 | 56,605 | 58,440 | 60,452 |

BB
ASSISTANT SUPERVISOR/DATA
CONTROL

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 32,871 | 33,915 | 35,015 | 36,221 |
| 2 | 33,702 | 34,772 | 35,900 | 37,136 |
| 3 | 34,523 | 35,620 | 36,775 | 38,041 |
| 4 | 35,342 | 36,465 | 37,647 | 38,944 |
| 5 | 36,980 | 38,155 | 39,392 | 40,748 |
| 6 | 38,617 | 39,844 | 41,136 | 42,552 |
| 7 | 40,257 | 41,536 | 42,883 | 44,359 |
| 8 | 41,896 | 43,227 | 44,628 | 46,165 |
| 9 | 43,535 | 44,918 | 46,375 | 47,971 |
| 10 | 45,173 | 46,608 | 48,119 | 49,776 |
| 11 | 46,812 | 48,300 | 49,865 | 51,582 |
| 12 | 49,863 | 51,447 | 53,115 | 54,944 |

CC
ADMINISTRATIVE SECRETARY
SECRETARY BOARD/COMMISSION
TYPING/MANAGEMENT ASSISTANT

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 34,992 | 36,104 | 37,275 | 38,558 |
| 2 | 35,832 | 36,971 | 38,169 | 39,483 |
| 3 | 36,672 | 37,837 | 39,064 | 40,409 |
| 4 | 37,512 | 38,704 | 39,959 | 41,334 |
| 5 | 39,190 | 40,435 | 41,746 | 43,183 |
| 6 | 40,869 | 42,168 | 43,535 | 45,034 |
| 7 | 42,548 | 43,900 | 45,323 | 46,884 |
| 8 | 44,228 | 45,633 | 47,112 | 48,735 |
| 9 | 45,906 | 47,364 | 48,900 | 50,583 |
| 10 | 47,585 | 49,097 | 50,689 | 52,434 |
| 11 | 49,264 | 50,829 | 52,477 | 54,284 |
| 12 | 52,302 | 53,964 | 55,714 | 57,632 |

DD
COORDINATOR OF
ADMINISTRATIVE SERVICES
COMPUTER SERVICE TECHNICIAN

| | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> |
|----|--------------|--------------|--------------|--------------|
| 1 | 43,027 | 44,394 | 45,833 | 47,411 |
| 2 | 43,863 | 45,256 | 46,723 | 48,332 |
| 3 | 44,698 | 46,118 | 47,613 | 49,253 |
| 4 | 45,535 | 46,982 | 48,505 | 50,175 |
| 5 | 47,209 | 48,708 | 50,288 | 52,019 |
| 6 | 48,882 | 50,435 | 52,070 | 53,863 |
| 7 | 50,556 | 52,162 | 53,853 | 55,707 |
| 8 | 52,230 | 53,890 | 55,637 | 57,552 |
| 9 | 53,904 | 55,616 | 57,419 | 59,396 |
| 10 | 55,577 | 57,343 | 59,202 | 61,241 |
| 11 | 57,251 | 59,070 | 60,985 | 63,085 |
| 12 | 59,672 | 61,568 | 63,564 | 65,752 |

